

## ***CITY OF WILLMAR***

### **PLANNING COMMISSION MEETING**

**7:00 P.M. ON WEDNESDAY, APRIL 21, 2021**

**VIRTUAL**

**GOTO MEETING**

***Chair:*** Jonathan Marchand

***Vice Chair:*** Jeff Kimpling

***Members:*** Christina Nelson, Cletus Frank, Terry Sieck, Khalif Ahmed Bashir, Stephanie Carlson, and Justice Walker.

### **AGENDA**

1. Meeting Called to Order
2. Minutes of April 7, 2021 meeting
3. Parking Standards Discussion
4. Block 25 Downtown Land Sale
5. Miscellany
6. Adjourn

**WILLMAR PLANNING COMMISSION  
CITY OF WILLMAR, MN  
WEDNESDAY, APRIL 7, 2021**

**MINUTES**

1. The Willmar Planning Commission met on Wednesday, April 7, 2021, at 7:00 p.m. virtually via GoTo Meeting.

**\*\* Members Present:** Christina Nelson, Jeff Kimpling, Justice Walker, Stephanie Carlson, Jonathan Marchand and Terry Sieck.

**\*\* Members Absent:** Khalif Ahmed Bashir and Cletus Frank

**\*\* Others Present:** Sarah Swedburg – Planner, Alex Rau – Planning & Development Intern, Dr. David Ramstad – Planning & Development Director

2. MINUTES: Minutes of the March 17, 2021 meeting were approved as presented.
3. CHAWS ASIAN MARKET PLAN REVIEW – FILE NO 21-03: Staff presented a plan review on behalf of Hteh Hteh Rue & Ya Chaw with Chaws Asian Market of Willmar, MN and Willmar Municipal Utilities for a new grocery store on property described as follows: Lot 6 and the East 10 feet of Lot 7, Block 34, Original Town of Willmar; AND the West 15 feet of Lot 7, Lot 8, and Lot 9 excluding the Westerly 22 feet, Block 34, Original Town of Willmar (810/812 Litchfield Ave SW). Staff noted that there will be 11 parking spaces provided for the grocery store use, not 9 as stated on the staff comments.

Ms. Carlson inquired about the tenants of the second story apartment units. To staff's knowledge, this new use will only be on the first floor and have no effect on the current tenants living in this building.

Several commissioners expressed a desire to see onsite parking accommodated for all uses of the building (grocery & apartment units). Staff will confirm both the status of existing apartment tenants and parking for all uses for the Commission at their next meeting.

A motion was made by Mr. Kimpling, seconded by Ms. Carlson to approve the Plan Review with the following Conditions:

- A. Parking shall accommodate all uses of the tenants.
- B. The use shall meet all applicable local, state, and federal rules and regulations at all times.

The Planning Commission reviewed and made affirmative findings of fact as per Zoning Ordinance Section 9.E.3.a.1-7.

The motion carried

4. DRIVEWAY TEXT AMENDMENT – FILE NO 21-02: Staff introduced a text amendment that establishes new driveway access standards throughout the City of Willmar. The public hearing was opened at 7:29 p.m.

No one appeared to speak for or against the request and the public hearing was closed at 7:30 p.m.

Mr. Kimpling inquired about shared driveways as a part of twin home developments. Staff confirmed that while this updated ordinance requires a minimum of 10 feet of separation for residential areas, shared driveways as a part of new twin home developments could still be designed as part of a Planned Unit Development.

Ms. Carlson inquired how community members and local developers learn about these updated regulations. Staff reported that some will learn about these via City Council's review and public hearing process to adopt this new ordinance. Additionally, staff will prepare social media content and a letter to send to a number of developers (industrial, commercial, and residential, informing them of these updates.

A motion was made by Mr. Kimpling, seconded by Ms. Nelson to approve the text amendment establishing new driveway access standards and forward the ordinance to City Council for introduction and public hearing.

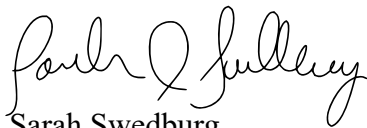
The motion carried.

5. MISCELLANY: Planner Swedburg announced that her last day with the City will be April 27<sup>th</sup>. She is working with the department to make this transition as smooth as possible. Dr. Ramstad announced that while staff works to fill the Planner role, the Comprehensive Plan efforts will be momentarily paused.

Staff anticipates an agenda for the April 21<sup>st</sup> Planning Commission meeting.

6. There being no further business to come before the Commission, the meeting adjourned at 7:56 p.m.

Respectfully submitted,



Sarah Swedburg  
Planner

## **PLANNING COMMISSION – APRIL 7, 2021**

### ***STAFF COMMENTS***

#### **1. CHAWS ASIAN MARKET PLAN REVIEW – FILE NO 21-03**

- The applicant is Hteh Hteh Rue & Ya Chaw of Willmar, MN (business owners) and Willmar Municipal Utilities (property owners).
- The applicant is requesting a plan review to allow a grocery store in an existing building on property described as follows: Lot 6 and the East 10 feet of Lot 7, Block 34, Original Town of Willmar; AND The West 15 feet of Lot 7, Lot 8, and Lot 9 excluding the Westerly 22 feet, Block 34, Original Town of Willmar (810/812 Litchfield Ave SW)
- The property is zoned GB (General Business).
- The use as a grocery store requires a Plan Review.
- The property was previously used as an off-sale liquor store.
- No structural changes to the existing building are proposed, other than an additional entrance on the West side for direct access to parking.
- The property is accessed via Litchfield Ave SW & Benson Ave SW.
- 9 parking spaces will be provided, 1 of which will be marked for handicap accessibility as required by ADA standards.
- A substantial One- and Two-Family residential zone is located just one block south of this property & sidewalks front Litchfield Ave SW on both sides of the road.
- Crosswalk striping at the intersection of Litchfield Ave SW & 9<sup>th</sup> St SW (or 8<sup>th</sup> St SW)?

**RECOMMENDATION:** Approve plan review with the following conditions:

- A. The use shall meet all applicable local, state, and federal rules and regulations at all times.

## **OFF-STREET PARKING ORDINANCE DISCUSSION**

### **EXISTING STANDARDS LANGUAGE:**

#### **Willmar Zoning Ordinance Section 4: Off-Street Parking and Loading**

##### **A. OFF-STREET PARKING.**

1. General. The off-street parking requirements of this Ordinance shall apply to all buildings, structures, and uses of land constructed, established, or authorized after the adoption of the Ordinance.
2. Exempt. The following areas in the Central Business District (CBD) are exempt from parking and loading regulations:
  - a. Area 1: The area bounded by the T.H. 12 By-Pass on the north; 2<sup>nd</sup> Street SW on the east; Trott Avenue on the south; and 6<sup>th</sup> Street SW on the west; and
  - b. Area 2: The area bounded by the T.H. 12 By-Pass on the south and east; the BN RR on the north; and 7<sup>th</sup> Street SW on the west
3. Surfacing and Drainage. Off-street parking areas for all commercial, industrial, and multi-family residential developments shall be paved with a permanent concrete, bituminous, or reasonable Substitute surface, Subject to approval by the Zoning Administrator and City Engineer. Such areas shall be graded and drained to dispose of all surface water accumulation within the parking area by storm sewer, if available.
4. Landscaping. Commercial, industrial, institutional, and multi-family residential developments which include off-street parking as a part of the overall project shall provide landscaping within or adjacent to the parking area in accordance with section 3.P. of this Ordinance.
5. Location. All accessory off-street parking facilities required by this Ordinance shall be subject to the following regulations:
  - a. Parking spaces required by this Ordinance shall be located on the same property as the principal use served.
  - b. There shall be no off-street parking areas within fifteen (15) feet of any street right-of-way.
  - c. No off-street parking or drives shall be permitted within the building front yard setback area immediately in front of the principal building width only. This restriction shall not apply to residential driveways situated between the

right-of-way and a garage which is attached, or accessory to, a one (1)- to four (4)- family dwelling.

- d. Residential lots (R-2 to R-5) or parcels adjacent to Limited or General Business Districts may be used for off-street parking for the adjacent Limited or General Business use , subject to plan approval by the Zoning Administrator. Such parking shall adhere to all setback requirements and shall be screened from adjacent residential districts or uses.
  - e. No driveway or off-street parking area shall be located closer than five (5) feet from an adjacent side or rear lot line in residential areas, or ten (10) feet in multi-family residential, commercial, or industrial districts. In R-1 and R-2 districts where older and narrower (fifty [50] foot) lots still exist and such setbacks are impractical, this requirement will not apply. In any instance where the five (5) foot setback is not maintained, the driveway / parking area shall be constructed so as to direct run off away from the side or rear lot lines.
  - f. No direct access by rows of parking spaces on to public streets or alleys shall be permitted. Internal isles shall be provided.
6. Existing.                Such spaces existing on the effective date of this Ordinance shall not be reduced in number unless said number exceeds the requirements set forth herein.
7. Standards and Design.
- a. Approval. All parking lot layouts shall be subject to the final approval of the city Engineer and the Zoning Administrator.
  - b. Design. The design of off-street parking areas shall be based on sound and accepted engineering design principles, and shall be safe, practical, and logical layouts.
  - c. Lighting. All parking lots accessory to the following uses shall be lighted:
    - \* All business and industrial uses.
    - \* Multi-family dwellings of eight (8) or more units in R-4 and R-5 districts.
  - d. Screening. Off-street parking areas for commercial, industrial, and multi-family residential uses shall be screened from adjacent residential uses. Such screening shall be included as part of the landscaping required in sections 3.P. and 4.A.4. of this Ordinance
8. Requirements. The following minimum number of off-street parking spaces shall be provided and maintained by ownership, easement, and / or lease for and during the life of the respective uses hereinafter set forth. Parking requirements for uses not specifically noted shall be determined by the Planning commission.

a. Residential Uses.

- i. Single Family, Two Family, and Townhouse Units. Two (2) spaces per unit.
- ii. Multiple-Family Dwellings. Two (2) spaces per unit.
- iii. Elderly (Senior citizen) Housing. Reservation of area equal to one (1) parking space per unit. Initial development is, however, required of only one-half (1/2) space per unit and said number of spaces can continue until such time as the Planning Commission determines a need for additional parking spaces has been demonstrated.
- iv. Boarding Houses. At least two (2) parking spaces for each three (3) persons for whom accommodations are provided for sleeping.

b. Institutional, Recreational, and Cultural Uses.

- i. Schools, Elementary through Junior High. Three (3) spaces for each classroom.
- ii. Schools, High School through College. One (1) space for each four (4) students plus three (3) spaces for each classroom.
- iii. Community centers, Physical Culture Studios, Libraries, Post Offices, Private Clubs, Lodges, Museums, Art Galleries. Ten (10) spaces plus one (1) for each one hundred fifty (150) square feet in excess of two thousand (2,000) square feet of floor area in the principal structure.
- iv. Baseball Fields, Stadiums. At parking space for each eight (8) seats of design capacity.
- v. Public Parks, Playgrounds, Play Fields. At least five (5) parking spaces for each acre of park over one (1) acre, two (2) parking spaces per acre for playgrounds, ten (10) spaces for each acre of playfield. When a public recreation site has more than one use designation, the areas must be divided for determining the required parking spaces.
- vi. Hospitals. One (1) space for each three (3) beds plus one (1) space for each three (3) employees.
- vii. Sanitariums, Convalescent Homes, Rest Homes, Nursing Homes. Four (4) spaces, plus one (1) for each three (3) beds for which accommodations are offered.

c. Business and Commercial Uses.

- i. Motels, Motor Hotels, Hotels. One (1) per each rental unit plus one each ten (10) units, and one each employee on any shift.
- ii. Drive-In Establishments and Convenience Food.
  1. Drive-in Establishments: At least one (1) parking space for each twenty-five (25) square feet of gross floor area, but not less than ten (10) spaces.
  2. Convenience Food Establishments with Indoor seating: At least one (1) space for each forty (40) square feet of gross floor area of dining area, and one (1) space for each eighty (80) square feet of kitchen area.
- iii. Restaurants, Cafes, Private Clubs Serving Food and / or Drinks, Bars, Taverns, Nightclubs. At least one (1) space for each forty (40) square feet of gross floor area of dining and bar area, and one (1) space for each eighty (80) square feet of kitchen area.
- iv. Retail stores, Service Establishments. At least one (1) off-street parking space for each one hundred seventy-five (175) square feet of floor area.
- v. Retail Sales or Service Businesses with Thirty (30) Percent or More of Gross Floor Area Devoted to Storage. At least eight (8) spaces, or one (1) space for each one hundred seventy-five (175) square feet devoted to public sales or service, plus one (1) space for each five hundred (500) square feet of storage area.
- vi. Bowling Alleys. At least five (5) parking spaces for each alley, plus additional spaces as may be required for related uses contained within the principal structure.
- vii. Skating Rinks, Dance Halls, or Public Auction Houses. Twenty (20) off-street parking spaces, plus one (1) additional off-street parking space for each two hundred (200) square feet of floor space over two thousand (2,000) square feet.
- viii. Golf Driving Ranges, Miniature Golf, Archery Ranges. Ten (10) off-street parking spaces, plus one (1) for each two hundred (200) square feet of floor area.
- ix. Motor Fuel stations. At least four (4) off-street parking spaces, plus two (2) off-street spaces for each service stall. Those facilities



designed for sale of other items than strictly automotive products, parts, or service shall be required to provide additional parking in compliance with other applicable sections of this Ordinance.

- x. Fuel Pumps Associated with Other Uses. Two (2) spaces in addition to those required by other use.
- xi. Auto sales / Repair. Eight (8) off-street parking spaces, plus one (1) additional space for each eight hundred (800) square feet of floor area over one thousand (1,000) square feet.
- xii. Boats and Marine Sales / Repair. Eight (8) off-street parking spaces, plus one (1) additional space for each eight hundred (800) square feet of floor area over one thousand (1,000) square feet.
- xiii. Malls. At least one (1) off-street parking space for each two hundred (200) square feet of leasable floor area.

d. Office Uses.

- i. Office Buildings, Financial Institutions, Professional Offices, Medical and Dental Clinics. Two (2) spaces, plus at least one (1) space for each two hundred (200) square feet of floor area.

e. Industrial Uses.

- i. Manufacturing, Fabricating, or Processing of a Product or Material; Warehousing, Storage, Handling of Bulk Goods. At least eight (8) spaces, plus one (1) space for each two (2) employees on each shift based on maximum planned employment, or at least eight (8) spaces plus one (1) space for each eight hundred (800) square feet of floor area, whichever is greater.

9. Joint Parking Facility. The Planning commission may, after receiving a recommendation from staff, give approval for one (1) or more businesses to provide the required off-street parking facilities by joint use of one (1) or more sites where the total number of spaces provided are less than the sum of the total required for each business, should they provide them separately. When considering a request for such approval, Staff shall not recommend that such approval be granted, nor the Planning Commission approve such a request except when the following conditions are found to exist:

- a. The building or use for which application is being made to utilize the off-street parking facilities provided by another building or use shall be located within three hundred (300) feet of such parking facilities.

- b. The applicant shall show that there is no substantial conflict in the principal operating hours of the two buildings or uses for which joint use of off-street parking facilities is proposed.
- c. A properly drawn legal instrument, executed by the parties concerned for joint use of off-street parking facilities, duly approved as to form and manner of execution by the City Attorney, shall be filed with the city Clerk and recorded with the County Recorder.

## **Policy Information:**

- Off Street Parking requirements began in the 1970s
- Typical ground level parking spot costs between \$3000 to \$7000 after land and construction costs. Willmar is likely on the lower end of that price spectrum.
- Adds mandatory costs to businesses during construction and maintenance
- These standards were written with little data analysis and copied and pasted from national guidelines that are falling out of fashion with cities
- Increases impermeable surfaces

## **Minnesota Cities with Parking Maximums or no minimums:**

Minneapolis – Citywide standards setting minimums and sets maximums at 100-200% above minimums, with no maximums for residential. No minimums, stricter maximums for CBD.

Duluth – Citywide requirements allowing for 30% less or 50% more than standards state.

Roseville

- Minimum parking requirement of 20 or fewer spaces shall not have more than 175% of the number of spaces
- Minimum parking requirement of more than 20 spaces and less than 51 spaces shall not have more than 150% of the number of spaces
- Minimum parking requirement of 51 spaces or more shall not have more than 125% of the number of spaces required.
- Additional parking may be provided if it does not increase impervious surface area beyond that which would be created by meeting the maximum parking requirement.

## **Proposed policy solutions:**

- Keep existing minimums, no action
- Keep existing minimums, add maximums
- Eliminate minimums, no maximums
- Eliminate minimums, add maximums

## **Literature Links:**

"High Cost of Free Parking" By Donald Shoup

Video on Black Friday Parking (13 min): <https://www.youtube.com/watch?v=-XscydK-3LI>

Parking maximums in Edmonton (Strong Towns):

<https://www.youtube.com/watch?v=IV9QpH9fQ-E&t=2840s>

Sustainable City Code on Parking Maximums: <https://sustainablecitycode.org/brief/parking-maximums-2/>

Existing Minimum Parking Requirements		
Uses:	Description:	Requirement:
<b>Residential</b>		
	Single Family, Two Family, and Townhouse Units	Two (2) spaces per unit.
	Multiple-Family Dwellings.	Two (2) spaces per unit.
	Elderly (Senior citizen) Housing.	Reservation of area equal to one (1) parking space per unit. Initial development is, however, required of only one-half (1/2) space per unit and said number of spaces can continue until such time as the Planning Commission determines a need for additional parking spaces has been demonstrated.
	Boarding Houses.	At least two (2) parking spaces for each three (3) persons for whom accommodations are provided for sleeping.
<b>Institutional, Recreational, and Cultural</b>		
	Schools, Elementary through Junior High	Three (3) spaces for each classroom
	Schools, High School through College	One (1) space for each four (4) students plus three (3) spaces for each classroom
	Community centers, Physical Culture Studios, Libraries, Post Offices, Private Clubs, Lodges, Museums, Art Galleries	Ten (10) spaces plus one (1) for each one hundred fifty (150) square feet in excess of two thousand (2,000) square feet of floor area in the principal structure
	Baseball Fields, Stadiums	At parking space for each eight (8) seats of design capacity
	Public Parks, Playgrounds, play Fields	At least five (5) parking spaces for each acre of park over one (1) acre, two (2) parking spaces per acre for playgrounds, ten (10) spaces for each acre of playfield. When a public recreation site has more than one use designation, the areas must be divided for determining the required parking spaces

	Hospitals	One (1) space for each three (3) beds plus one (1) space for each three (3) employees
	Sanitariums, Convalescent Homes, Rest Homes, Nursing Homes	Four (4) spaces, plus one (1) for each three (3) beds for which accommodations are offered
<b>Business and Commercial</b>		
	Motels, Motor Hotels, Hotels	One (1) per each rental unit plus one each ten (10) units, and one each employee on any shift
	Drive-in Establishments	At least one (1) parking space for each twenty-five (25) square feet of gross floor area, but not less than ten (10) spaces.
	Convenience Food Establishments with Indoor seating	At least one (1) space for each forty (40) square feet of gross floor area of dining area, and one (1) space for each eighty (80) square feet of kitchen area
	Restaurants, Cafes, Private Clubs Serving Food and / or Drinks, Bars, Taverns, Nightclubs	At least one (1) space for each forty (40) square feet of gross floor area of dining area, and one (1) space for each eighty (80) square feet of kitchen area.
	Retail stores, Service Establishments	At least one (1) off-street parking space for each one hundred seventy-five (175) square feet of floor area.
	Retail Sales or Service Businesses with Thirty (30) Percent or More of Gross Floor Area Devoted to Storage	At least eight (8) spaces, or one (1) space for each one hundred seventy-five (175) square feet devoted to public sales or service, plus one (1) space for each five hundred (500) square feet of storage area
	Bowling Alleys	At least five (5) parking spaces for each alley, plus additional spaces as may be required for related uses contained within the principal structure.
	Skating Rinks, Dance Halls, or Public Auction Houses	Twenty (20) off-street parking spaces, plus one (1) additional off-street parking space for each two hundred (200) square feet of floor space over two thousand (2,000) square feet.
	Golf Driving Ranges, Miniature Golf, Archery Ranges.	Ten (10) off-street parking spaces, plus one (1) for each two hundred (200) square feet of floor area.
	Motor Fuel stations.	At least four (4) off-street parking spaces, plus two (2) off-street spaces for each service stall. Those facilities designed for sale of other items than strictly automotive products, parts, or service shall be required to provide additional

		parking in compliance with other applicable sections of this Ordinance.
	Fuel Pumps Associated with Other Uses.	Two (2) spaces in addition to those required by other use.
	Auto sales / Repair	Eight (8) off-street parking spaces, plus one (1) additional space for each eight hundred (800) square feet of floor area over one thousand (1,000) square feet.
	Boats and Marine Sales / Repair	Eight (8) off-street parking spaces, plus one (1) additional space for each eight hundred (800) square feet of floor area over one thousand (1,000) square feet.
	Malls	At least one (1) off-street parking space for each two hundred (200) square feet of leasable floor area.
<b>Office</b>		
	Office Buildings, Financial Institutions, Professional Offices, Medical and Dental Clinics.	Two (2) spaces, plus at least one (1) space for each two hundred (200) square feet of floor area.
<b>Industrial</b>		
	Manufacturing, Fabricating, or Processing of a Product or Material; Warehousing, Storage, Handling of Bulk Goods	At least eight (8) spaces, plus one (1) space for each two (2) employees on each shift based on maximum planned employment, or at least eight (8) spaces plus one (1) space for each eight hundred (800) square feet of floor area, whichever is greater

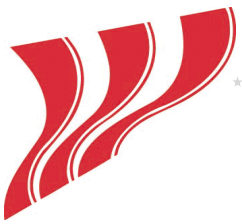
Sample Proposal for Parking Maximums 50% Increase		
Uses:	Description:	Maximums:
<b>Residential</b>		
	Single Family, Two Family, and Townhouse Units	Three (3) spaces per unit.
	Multiple-Family Dwellings.	Three (3) spaces per unit.
	Elderly (Senior citizen) Housing.	Reservation of area equal to one (1) parking space per unit. Initial development is, however, required of only one-half (1/2) space per unit and said number of spaces can continue until such time as the Planning Commission determines a need for additional parking spaces has been demonstrated.
	Boarding Houses.	One (1) parking space for each person for whom accommodations are provided for sleeping.
<b>Institutional, Recreational, and Cultural</b>		
	Schools, Elementary through Junior High	Five (5) spaces for each classroom
	Schools, High School through College	One (1) space for each two (2) students plus one and one half (3) spaces for each classroom
	Community centers, Physical Culture Studios, Libraries, Post Offices, Private Clubs, Lodges, Museums, Art Galleries	Fifteen (15) spaces plus one (1) for each one hundred (100) square feet in excess of two thousand (2,000) square feet of floor area in the principal structure
	Baseball Fields, Stadiums	One space each four (4) seats of design capacity
	Public Parks, Playgrounds, play Fields	Seven (7) parking spaces for each acre of park over one (1) acre, three (3) parking spaces per acre for playgrounds, fifteen (15) spaces for each acre of playfield. When a public recreation site has more than one use designation, the areas must be

		divided for determining the maximum parking spaces
	Hospitals	One (1) space for each two (2) beds plus one (1) space for each two (2) employees
	Sanitariums, Convalescent Homes, Rest Homes, Nursing Homes	Six (6) spaces, plus one (1) for each two (2) beds for which accommodations are offered
<b>Business and Commercial</b>		
	Motels, Motor Hotels, Hotels	One (1) per each rental unit plus one each seven (7) units, and one each employee on any shift
	Drive-in Establishments	One (1) parking space for each fifty (50) square feet of gross floor area, but not less than ten (10) spaces.
	Convenience Food Establishments with Indoor seating	One (1) space for each forty (60) square feet of gross floor area of dining area, and one (1) space for each one-hundred twenty (120) square feet of kitchen area.
	Restaurants, Cafes, Private Clubs Serving Food and / or Drinks, Bars, Taverns, Nightclubs	One (1) space for each sixty (60) square feet of gross floor area of dining area, and one (1) space for each one-hundred twenty (120) square feet of kitchen area.
	Retail stores, Service Establishments	One (1) off-street parking space for each two hundred fifty (250) square feet of floor area.
	Retail Sales or Service Businesses with Thirty (30) Percent or More of Gross Floor Area Devoted to Storage	Six (6) spaces, or one (1) space for each one hundred seventy-five (175) square feet devoted to public sales or service, plus one (1) space for each two hundred fifty (250) square feet of storage area
	Bowling Alleys	Seven (7) parking spaces for each alley, plus additional spaces as may be allowed for



		related uses contained within the principal structure.
	Skating Rinks, Dance Halls, or Public Auction Houses	Thirty (30) off-street parking spaces, plus one (1) additional off-street parking space for each three hundred (300) square feet of floor space over two thousand (2,000) square feet.
	Golf Driving Ranges, Miniature Golf, Archery Ranges.	Fifteen (15) off-street parking spaces, plus one (1) for each three hundred (300) square feet of floor area.
	Motor Fuel stations.	Six (6) off-street parking spaces, plus three (3) off-street spaces for each service stall. Those facilities designed for sale of other items than strictly automotive products, parts, or service shall be required to provide additional parking in compliance with other applicable sections of this Ordinance.
	Fuel Pumps Associated with Other Uses.	Three (3) spaces in addition to those allowed by other use.
	Auto sales / Repair	Twelve (12) off-street parking spaces, plus one (1) additional space for each twelve hundred (1200) square feet of floor area over one thousand (1,000) square feet.
	Boats and Marine Sales / Repair	Twelve (12) off-street parking spaces, plus one (1) additional space for each twelve hundred (1200) square feet of floor area over one thousand (1,000) square feet.
	Malls	One (1) off-street parking space for one hundred (100) square feet of leasable floor area.
<b>Office</b>		
	Office Buildings, Financial Institutions, Professional	Three (3) spaces, plus at least one (1) space for each three

	Offices, Medical and Dental Clinics.	hundred (300) square feet of floor area.
<b>Industrial</b>		
	Manufacturing, Fabricating, or Processing of a Product or Material; Warehousing, Storage, Handling of Bulk Goods	Twelve (12) spaces, plus one (1) space for each two (2) employees on each shift based on maximum planned employment, or twelve (12) spaces plus one (1) space for each twelve hundred (1200) square feet of floor area, whichever is greater



# City of Willmar

## Planning Commission Action Request

<b>Meeting Date:</b>	4/21/2021	<b>Agenda Item Number:</b>	4
<b>Agenda Section:</b>	N/A	<b>Originating Department:</b>	Planning & Development Services
<b>Resolution</b>	No	<b>Prepared By:</b>	David Ramstad, Director of Planning and Development
<b>Ordinance</b>	Yes	<b>Reviewed By:</b>	David Ramstad, Director of Planning and Development
<b>No. of Attachments</b>	2	<b>Presented By:</b>	Sarah Swedburg, Planner
<b>Item:</b>	Authorize sale of four (4) city-owned parcels on Block-25.		

### RECOMMENDED ACTION:

Motion By: \_\_\_\_\_ Second By: \_\_\_\_\_, to recommend the sale of the below listed four parcels of City-owned land to Lumber One Development Company L.L.C.

### OVERVIEW:

In May 2020, the City Council adopted the Renaissance Zone, a new zoning overlay district encompassing the Central Business (CB) district and adjacent areas. The last of the RZ incentives were adopted in December 2020. The new district is a 5-year pilot program intended to encourage economic development. This district offers greater flexibility relative to zoning requirements otherwise imposed by the underlying zoning districts and is regulated by Section 12 of the Zoning Ordinance and defines the geographical boundaries that development incentives are targeted.

Lumber One Development Company L.L.C. (the developer) has already spent considerable time and money to perform initial due diligence and negotiate purchase agreements with all other parcel owners on Block-25. After title transfers, which must occur before May 28th, the developer will own the entire city block. The developer plans to build a 57+ unit apartment complex with an estimated total investment of \$10M on Block-25. It is anticipated that the developer will also receive TIF as part of their RZ incentive package to help defray costs associated with mitigating environmental issues and help keep costs from pushing the market-rate rents higher than what the market will support. The project will require Planning Commission approval of a Conditional Use Permit.

As a Renaissance Zone incentive to the proposed development of a 57+ unit apartment building in downtown Willmar, the following four (4) city-owned parcels, comprising the entire west-half of Block-25, are proposed to be sold at \$1 each in order to encourage and promote industry and provide employment for citizens, and to return marginal property to beneficial private use:

Parcel ID	Legal Description (Abbreviated)	Assessed Value
95-003-2670	N1/2 of Lots 7, 8, 9, 10 11 & 12 of Block-25	\$46,200
95-003-2680	S1/2 of Lots 7, 8, & 9 of Block-25	\$23,100
95-003-2690	S 50'. of Lots 10,11 & 12 of Block-25	\$15,400
95-003-2700	N 25'. of S1/2 of Lots 10, 11 & 12 of Block-25	\$7,000

The total tax-assessed value of this Renaissance Zone (RZ) land incentive to the developer is estimated to be \$91,700; however, the land is marginal property with noted pollution concerns and has generated little

interest from private developers while it has remained vacant City-owned land for many years. There are no Special Assessments on the city-owned parcels.

The land sale is time sensitive for the following reasons:

1. The developer has a 60-day timeframe to move forward with the private land purchases. Timing is of the essence.
2. The developer is spending funds while doing its due diligence. They need to know that the City supports this transaction.
3. The developer is planning to invest \$10 million in the Willmar Downtown Renaissance Zone. Each month of delay adds to the cost of materials for the project.
4. The developer intends to start construction this year. So, it is important to start while the weather is ideal.

**PRIMARY ALTERNATIVES TO CONSIDER:**

Option A: Approve land sale

Option B: Decline staff's request

Option C: Request more information

**BUDGETARY/FISCAL ISSUES:**

None, other than staff time and materials.

**ATTACHMENTS:**

Plat/Survey Maps

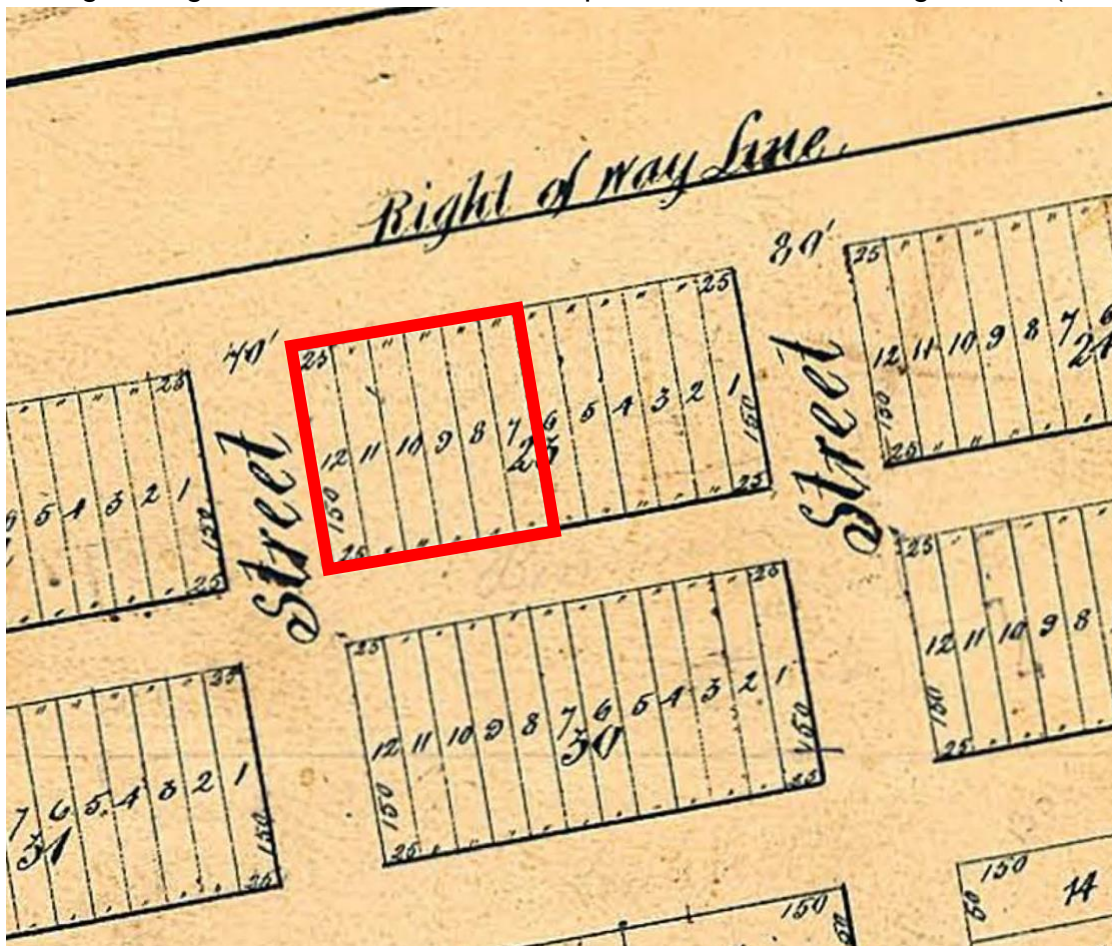
Renaissance Zone Boundary Map

Ordinance

Kandiyohi County GIS Plat - City owned lots are outlined in yellow box.



Enlarged Original 1869 Plat of Block-25, prior to current lot configurations (full survey on next page)





14

14

Map of the  
Town of Willmar  
in Kandiyohi Co  
on Main Line 1st Div St P & R R Co

State of Minnesota  
County of Ramsey

Be it known that on this ninth day of October  
AD 1903 personally came before me Geo S. Becker, President  
and Samuel S. Reed, Secretary of the First Division of the St Paul  
and Northern Pacific Railroad Company to me personally known to be the  
persons described in and who executed the foregoing instrument and  
sincerely acknowledged that they executed the same freely and voluntarily  
for the uses and purposes therein expressed, and as the act and  
deed of said Company.

Samuel S. Reed  
Attest Public for Ramsey County

Foot Lake

Section Line

1/4 Sec 14  
1/4 Sec 15

1/4 Sec 16  
1/4 Sec 17

1/4 Sec 18  
1/4 Sec 19

1/4 Sec 20  
1/4 Sec 21

1/4 Sec 22  
1/4 Sec 23

1/4 Sec 24  
1/4 Sec 25

1/4 Sec 26  
1/4 Sec 27

1/4 Sec 28  
1/4 Sec 29

1/4 Sec 30  
1/4 Sec 31

1/4 Sec 32  
1/4 Sec 33

1/4 Sec 34  
1/4 Sec 35

1/4 Sec 36  
1/4 Sec 37

1/4 Sec 38  
1/4 Sec 39

1/4 Sec 40  
1/4 Sec 41

1/4 Sec 42  
1/4 Sec 43

1/4 Sec 44  
1/4 Sec 45

1/4 Sec 46  
1/4 Sec 47

1/4 Sec 48  
1/4 Sec 49

1/4 Sec 50  
1/4 Sec 51

1/4 Sec 52  
1/4 Sec 53

1/4 Sec 54  
1/4 Sec 55

1/4 Sec 56  
1/4 Sec 57

1/4 Sec 58  
1/4 Sec 59

1/4 Sec 60  
1/4 Sec 61

1/4 Sec 62  
1/4 Sec 63

1/4 Sec 64  
1/4 Sec 65

1/4 Sec 66  
1/4 Sec 67

1/4 Sec 68  
1/4 Sec 69

1/4 Sec 70  
1/4 Sec 71

1/4 Sec 72  
1/4 Sec 73

1/4 Sec 74  
1/4 Sec 75

1/4 Sec 76  
1/4 Sec 77

1/4 Sec 78  
1/4 Sec 79

1/4 Sec 80  
1/4 Sec 81

1/4 Sec 82  
1/4 Sec 83

1/4 Sec 84  
1/4 Sec 85

1/4 Sec 86  
1/4 Sec 87

1/4 Sec 88  
1/4 Sec 89

1/4 Sec 90  
1/4 Sec 91

1/4 Sec 92  
1/4 Sec 93

1/4 Sec 94  
1/4 Sec 95

1/4 Sec 96  
1/4 Sec 97

1/4 Sec 98  
1/4 Sec 99

1/4 Sec 100  
1/4 Sec 101

1/4 Sec 102  
1/4 Sec 103

1/4 Sec 104  
1/4 Sec 105

1/4 Sec 106  
1/4 Sec 107

1/4 Sec 108  
1/4 Sec 109

1/4 Sec 110  
1/4 Sec 111

1/4 Sec 112  
1/4 Sec 113

1/4 Sec 114  
1/4 Sec 115

1/4 Sec 116  
1/4 Sec 117

1/4 Sec 118  
1/4 Sec 119

1/4 Sec 120  
1/4 Sec 121

1/4 Sec 122  
1/4 Sec 123

1/4 Sec 124  
1/4 Sec 125

1/4 Sec 126  
1/4 Sec 127

1/4 Sec 128  
1/4 Sec 129

1/4 Sec 130  
1/4 Sec 131

1/4 Sec 132  
1/4 Sec 133

1/4 Sec 134  
1/4 Sec 135

1/4 Sec 136  
1/4 Sec 137

1/4 Sec 138  
1/4 Sec 139

1/4 Sec 140  
1/4 Sec 141

1/4 Sec 142  
1/4 Sec 143

1/4 Sec 144  
1/4 Sec 145

1/4 Sec 146  
1/4 Sec 147

1/4 Sec 148  
1/4 Sec 149

1/4 Sec 150  
1/4 Sec 151

1/4 Sec 152  
1/4 Sec 153

1/4 Sec 154  
1/4 Sec 155

1/4 Sec 156  
1/4 Sec 157

1/4 Sec 158  
1/4 Sec 159

1/4 Sec 160  
1/4 Sec 161

1/4 Sec 162  
1/4 Sec 163

1/4 Sec 164  
1/4 Sec 165

1/4 Sec 166  
1/4 Sec 167

1/4 Sec 168  
1/4 Sec 169

1/4 Sec 170  
1/4 Sec 171

1/4 Sec 172  
1/4 Sec 173

1/4 Sec 174  
1/4 Sec 175

1/4 Sec 176  
1/4 Sec 177

1/4 Sec 178  
1/4 Sec 179

1/4 Sec 180  
1/4 Sec 181

1/4 Sec 182  
1/4 Sec 183

1/4 Sec 184  
1/4 Sec 185

1/4 Sec 186  
1/4 Sec 187

1/4 Sec 188  
1/4 Sec 189

1/4 Sec 190  
1/4 Sec 191

1/4 Sec 192  
1/4 Sec 193

1/4 Sec 194  
1/4 Sec 195

1/4 Sec 196  
1/4 Sec 197

1/4 Sec 198  
1/4 Sec 199

1/4 Sec 200  
1/4 Sec 201

1/4 Sec 202  
1/4 Sec 203

1/4 Sec 204  
1/4 Sec 205

1/4 Sec 206  
1/4 Sec 207

1/4 Sec 208  
1/4 Sec 209

1/4 Sec 210  
1/4 Sec 211

1/4 Sec 212  
1/4 Sec 213

1/4 Sec 214  
1/4 Sec 215

1/4 Sec 216  
1/4 Sec 217

1/4 Sec 218  
1/4 Sec 219

1/4 Sec 220  
1/4 Sec 221

1/4 Sec 222  
1/4 Sec 223

1/4 Sec 224  
1/4 Sec 225

1/4 Sec 226  
1/4 Sec 227

1/4 Sec 228  
1/4 Sec 229

1/4 Sec 230  
1/4 Sec 231

1/4 Sec 232  
1/4 Sec 233

1/4 Sec 234  
1/4 Sec 235

1/4 Sec 236  
1/4 Sec 237

1/4 Sec 238  
1/4 Sec 239

1/4 Sec 240  
1/4 Sec 241

1/4 Sec 242  
1/4 Sec 243

1/4 Sec 244  
1/4 Sec 245

1/4 Sec 246  
1/4 Sec 247

1/4 Sec 248  
1/4 Sec 249

1/4 Sec 250  
1/4 Sec 251

1/4 Sec 252  
1/4 Sec 253

1/4 Sec 254  
1/4 Sec 255

1/4 Sec 256  
1/4 Sec 257

1/4 Sec 258  
1/4 Sec 259

1/4 Sec 260  
1/4 Sec 261

1/4 Sec 262  
1/4 Sec 263

1/4 Sec 264  
1/4 Sec 265

1/4 Sec 266  
1/4 Sec 267

1/4 Sec 268  
1/4 Sec 269

1/4 Sec 270  
1/4 Sec 271

1/4 Sec 272  
1/4 Sec 273

1/4 Sec 274  
1/4 Sec 275

1/4 Sec 276  
1/4 Sec 277

1/4 Sec 278  
1/4 Sec 279

1/4 Sec 280  
1/4 Sec 281

1/4 Sec 282  
1/4 Sec 283

1/4 Sec 284  
1/4 Sec 285

1/4 Sec 286  
1/4 Sec 287

1/4 Sec 288  
1/4 Sec 289

1/4 Sec 290  
1/4 Sec 291

1/4 Sec 292  
1/4 Sec 293

1/4 Sec 294  
1/4 Sec 295

1/4 Sec 296  
1/4 Sec 297

1/4 Sec 298  
1/4 Sec 299

1/4 Sec 300  
1/4 Sec 301

1/4 Sec 302  
1/4 Sec 303

1/4 Sec 304  
1/4 Sec 305

1/4 Sec 306  
1/4 Sec 307

1/4 Sec 308  
1/4 Sec 309

1/4 Sec 310  
1/4 Sec 311

1/4 Sec 312  
1/4 Sec 313

1/4 Sec 314  
1/4 Sec 315

1/4 Sec 316  
1/4 Sec 317

1/4 Sec 318  
1/4 Sec 319

1/4 Sec 320  
1/4 Sec 321

1/4 Sec 322  
1/4 Sec 323

1/4 Sec 324  
1/4 Sec 325

1/4 Sec 326  
1/4 Sec 327

1/4 Sec 328  
1/4 Sec 329

1/4 Sec 330  
1/4 Sec 331

1/4 Sec 332  
1/4 Sec 333

1/4 Sec 334  
1/4 Sec 335

1/4 Sec 336  
1/4 Sec 337

1/4 Sec 338  
1/4 Sec 339

1/4 Sec 340  
1/4 Sec 341

1/4 Sec 342  
1/4 Sec 343

1/4 Sec 344  
1/4 Sec 345

1/4 Sec 346  
1/4 Sec 347

1/4 Sec 348  
1/4 Sec 349

1/4 Sec 350  
1/4 Sec 351

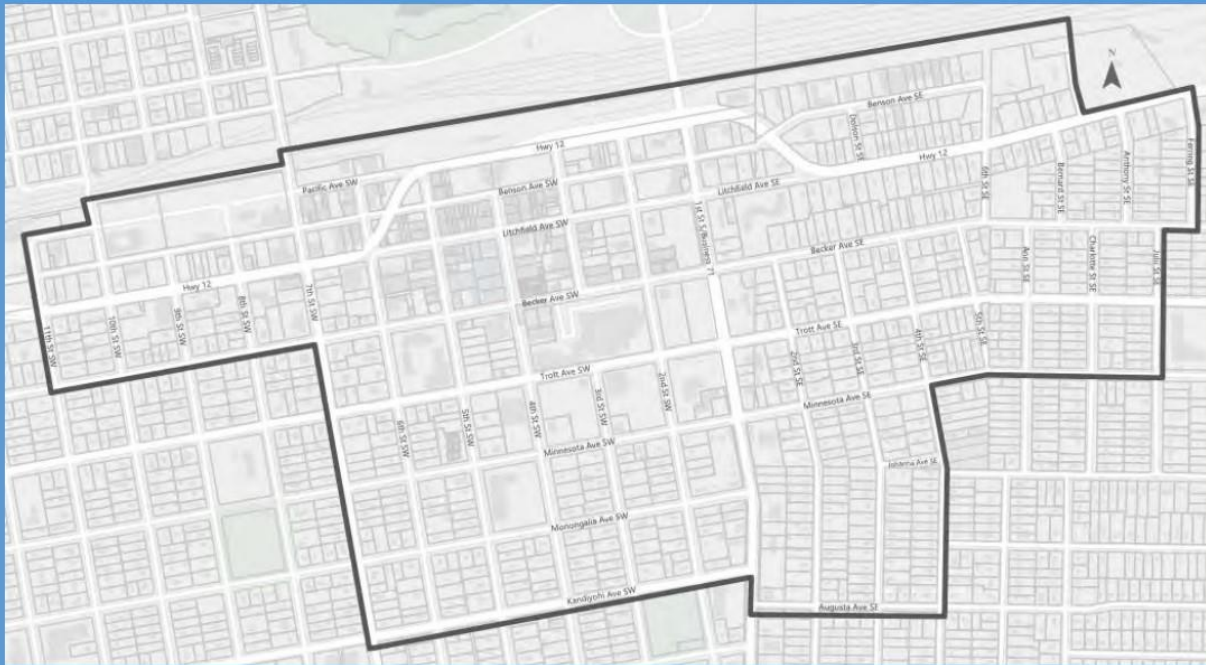
1/4 Sec 352  
1/4 Sec 353

1/4 Sec 354  
1/4 Sec 355

1/4 Sec 356  
1/4 Sec 357

1/4 Sec 358  
1/4 Sec

The Renaissance Zone (dark gray boundary) encompasses the Central Business District and surrounding neighborhoods. All properties within this zone are eligible to apply for Renaissance Zone incentives.



ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE AUTHORIZING THE SALE OF REAL PROPERTY TO JAMES VIAENE

The City Council of the City of Willmar hereby ordains as follows:

Section 1. AUTHORIZATION OF SALE. Finding it to be in the best interests of the City of Willmar, the Willmar in order to encourage and promote industry and provide employment for citizens, and to return marginal property to beneficial private use, the City Council hereby authorizes the sale and conveyance of real property legally defined as

N1/2 of Lots 7, 8, 9, 10 11 & 12, Block-25, Town of (Original) Willmar,  
according to the official plat on file in the Office of the County Recorder  
for Kandiyohi County, Minnesota (Tax ID: 95-003-2670)

S1/2 of Lots 7, 8, & 9, Block-25, Town of (Original) Willmar, according to  
the official plat on file in the Office of the County Recorder for Kandiyohi  
County, Minnesota (Tax ID: 95-003-2680)

S 50'. of Lots 10,11 & 12, Block-25, Town of (Original) Willmar,  
according to the official plat on file in the Office of the County Recorder  
for Kandiyohi County, Minnesota (Tax ID: 95-003-2690)

N 25' of S1/2 of Lots 10, 11 & 12, Block-25, Town of (Original) Willmar,  
according to the official plat on file in the Office of the County Recorder  
for Kandiyohi County, Minnesota (Tax ID: 95-003-2700)

to Lumber One Development Company L.L.C. by quit claim deed pursuant to the terms and conditions of sale set forth in a certain Vacant Land Purchase Agreement between the City and Lumber One Development Company L.L.C.

Section 2. EFFECTIVE DATE. This ordinance shall take effect after its adoption and second publication.

Passed by the City Council of the City of Willmar this \_\_\_\_ day of \_\_\_\_\_, 2021.

ATTEST:

\_\_\_\_\_  
Judy Thompson, City Clerk

\_\_\_\_\_  
Marvin Calvin, Mayor

VOTE:      \_\_\_\_ ASK    \_\_\_\_ ASMUS    \_\_\_\_ BUTTERFIELD    \_\_\_\_ DAVIS  
             \_\_\_\_ FAGERLIE    \_\_\_\_ NELSEN    \_\_\_\_ O'BRIEN    \_\_\_\_ PLOWMAN

This Ordinance introduced by Council Member: \_\_\_\_\_

This Ordinance introduced on: \_\_\_\_\_

This Ordinance published on: \_\_\_\_\_

This Ordinance given a hearing on: \_\_\_\_\_

This Ordinance adopted on: \_\_\_\_\_

This Ordinance published on: \_\_\_\_\_